TS-EAS - EAC-CPF team

Place: Virtual meeting, Zoom

Date: Friday, 5 July 2019, 10pm Melbourne/2pm Berlin/1pm London/8am Boston

Participants:

> Ailie Smith
> Katherine M. Wisser (Liaison)
> Mark Custer (Schema team lead)
> Silke Jagodzinski (lead)

Minutes

1) Preparing face-to-face meeting
   a) Date & time: 1 August 2019, 9 am – 5 pm (see
      https://archives2019.sched.com/event/OKX8/eac-cpf-revision)
   b) location is still to be announced
      • Kathy sends an email to Felicia, to ask when the locations is going to be announced
      • Information should be available at least a week before
   c) expected participants: Kathy, Karin, Silke, Mark, Kerstin, Aaron, Ailie, Michelle Combs (?) = 8
      • not attending: Regine, Wim, Gerhard, Erica, Alex, Lina, Florence, Anila (?), **Noah**, **Adrian**, **Glenn**
      • idea to publish a whitepaper after the meeting might be discussed after the meeting again
   d) technical equipment:
      • laptops by participants, at least the American colleagues with internet connection
      • Kathy emails to Felicia to get the technical equipment for the meeting, at least a projector and maybe WiFi
      • no audio, speaker equipment needed
      • whiteboard is nice to have but is not a must have
   e) joint dinner
      • Kathy knows a good Mexican restaurant and cares on reservation
      • Silke asks the team with the invitation to contact Kathy for joining the dinner
   f) Notes/minutes
      • chief minute taker: Kathy (volunteers)
      • notes from all should be send to Kathy afterwards, she is going to create the minutes and send out for review
      • Ailie volunteers for minute taker for the identifier discussion
2) Silkes agenda proposal was confirmed:
   a) Introduction
   b) Discussing 5 Topics:
      • Names
      • Dates
      • Assertion Description
      • Identifiers

- Relations

c) Reflection, Wrap-up, AOB and next steps

Time	Topic
9 am	Introduction
9.15 am	Names
10 am	Dates
11 am	(Coffee) Break
11.15 am	Assertion Description
12.15 pm	Identifiers
1 pm	Lunch break
1.45 pm	Identifiers
2.15 pm	Relations
3.15 pm	(Coffee) break
3.30 pm	Time buffer for further discussion in case we didn't finish topics above or look at other issues/topics
4.15 pm	AOB, Wrap up, Preparation for Berlin meeting, Reflection

d) AOB:
- new TL editor for EAC-CPF needed
- website

3) TS-EAS meeting next day
   a) Reports
   - Silke is going to prepare a team report for the year, can be written and must not be communicated
   - oral report of the Thursday meeting and maybe topics we want to discuss on Friday again
   b) topics from EAC-CPF team for the whole team discussion are going to be discussed with Shared Schema team:
   - namespace
   - element names align with EAD 3 (placename – geogname)

4) Any other business
   a) TL fixes by Alex: https://github.com/SAA-SDT/EAS-TagLibraries/pull/30
   - Silke asks Karin to care about this and to produce new HTML file for the website

5) Next meeting
   a) Thursday, 1 August 2019 in Austin, TX (f2f)